

A LANDLORD'S GUIDE TO SUMMARY PROCESS (EVICTIION)



**STATE OF CONNECTICUT
JUDICIAL BRANCH
SUPERIOR COURT**

This material may be made available in an alternate format, or other assistance may be provided upon request by a qualified individual with a disability under the provisions of the Americans with Disabilities Act.

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INTRODUCTION

This pamphlet is designed to inform you of the basic steps in an Eviction (Summary Process) action. It is not intended as a substitute for the advice of an attorney. The clerk's office is not responsible for any errors or omissions in this pamphlet. If you feel you need more information or assistance, you should either consult an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book. The material in this booklet does not address the specific law pertaining to commercial property leases, and, therefore, should not be relied upon in cases involving commercial property disputes.

Note: This pamphlet refers to a single landlord, tenant or defendant for ease of reading only. Actual eviction cases may involve multiple landlords, tenants and/or defendants.

NOTICE TO QUIT

The first step in the Summary Process (Eviction) procedure is the Notice to Quit Possession. The form you must use for the Notice to Quit, which the court will provide upon request, must be completed with the exact name and address, including the apartment number, floor number or other designation, if any, of each adult tenant you want to evict and must be signed by you as the plaintiff/landlord. There must be an original Notice to Quit Possession and sufficient additional copies for each tenant who lives there. You should also keep one copy for your own records. (See Exhibit A on page 15.)

You must state a reason on the Notice to Quit. The most frequently used reasons for evictions are nonpayment of rent and termination of lease by lapse of time. These materials are designed to assist you in those types of cases. Evictions for other reasons may be more complex cases and are not addressed in this booklet.

Always include in the Notice to Quit Possession the names of all adults living in the premises. If you know that there are adults living in the premises, but you do not know their names, you may characterize them as John and/or Jane Doe, as appropriate.

In any eviction, the Notice to Quit must allow the tenant at least three full days in which to move. This means that there must be three full intervening days between the date the Notice to Quit is served on your tenant and the last day specified in the Notice to Quit for the tenant to vacate the premises. The first and last

days are not counted in computing the three days. (For example, if the Notice specifies that the tenant must move out by May 15, the state marshal must serve the Notice no later than May 11.)

In all cases, the tenants have until midnight of the last day given to them in the Notice to Quit to vacate the premises before you can proceed with the Summons and Complaint, as explained below.

Month-to-Month Tenancy. In nonpayment of rent situations which involve oral or written month-to-month tenancies, the Notice to Quit cannot be served until the tenth day after the date the rent was due, not counting the due date. (For example, if the rent is due on May 1, the Notice to Quit cannot be served until May 11.)

However, the Notice to Quit may also be served during the month immediately following the nonpayment of rent in a month-to-month tenancy. (For example, if the rent due on May 1 is not paid, the Notice to Quit may be served at any time from May 11 through the end of June.)

Week-to-Week Tenancy. The Notice to Quit in a week-to-week tenancy can only be based on a current week's nonpayment of rent, not on any prior week's nonpayment. This means that the fact that the first week's rent was not paid cannot be the basis for a Notice to Quit during the second week.

In nonpayment of rent situations which involve oral or

written week-to-week tenancies, the Notice to Quit cannot be served until the fifth day after the rent was due, not counting the due date. (For example, if the rent is due on May 10, the Notice to Quit cannot be served until May 15.)

Lapse of Time. In cases when an oral or written lease has terminated by lapse of time (“without cause eviction”), the tenant must be given at least three full days and at least until the end of the time period to which he or she would normally have been entitled to vacate the premises. (For example, in an oral month-to-month situation running from May 1 to May 31, if the Notice to Quit is served no later than May 27, it must give the tenant at least until the last day of the month, which is May 31 in this case. If, however, the Notice to Quit is not served until May 28, it must give the tenant until June 1 to vacate.) (See Exhibit B on page 16.)

The Notice to Quit must be formally served. Service by a state marshal will satisfy this requirement. The fee charged by the state marshal for service is approximately \$25.00 to \$35.00. After the state marshal serves the Notice to Quit, the original will be returned to you, with the state marshal’s signature, indicating that service was made. This is known as the State Marshal’s Return of Service.

SUMMONS AND COMPLAINT

If your tenant still has not moved after the last day given in the Notice to Quit, you must return to the clerk’s office with the original Notice to Quit, the State

Marshal's Return of Service, and a completed Summons and Complaint. (See Exhibit C on page 17 for an example of a completed Summons. See Exhibit D on page 18 for an example of a Complaint issued for nonpayment of rent in an oral, month-to-month tenancy, and Exhibit E on page 19 for a Complaint issued for termination of lease by lapse of time in an oral month-to-month tenancy.) You will need to make one original and a copy for each of the tenants/defendants. In addition, you should keep one copy of everything for your records. Be sure to indicate in numbers 1 and 3 of either Complaint whether it is an oral or written week-to-week, month-to-month or year's lease.

You must personally return to the court with your completed Summons and Complaint for the clerk's signature on the Summons. Also, bring the original Notice to Quit with the State Marshal's Return of Service. The clerk will set the return date on the Summons. The return date is a date from which certain time periods are measured, such as when the defendant must file an Appearance or a Pleading (Response). The return date can be any day of the week except Sundays and holidays. It is not necessary for you to appear in court on the return date because there will be no hearing on that date. After the clerk sets the return date and signs the Summons, you should keep one copy of all papers for yourself and give the original and sufficient copies for each defendant to the state marshal, who will serve a copy on each defendant and return the original to you. The fee for this service is approximately \$35.00 to \$50.00.

Once the state marshal returns the original Summons

and Complaint to you with the Return of Service noted, you must file them at the clerk's office with the original Notice to Quit, at least four days before the return date on the Summons. When filing these papers, you must pay an entry fee to the clerk. As of the date of printing, this fee is \$75.00. Payment must be made at the time of filing by cash or check payable to Clerk, Superior Court.

Always have the case name and return date available when inquiring about your case docket number, if it has previously been given to you.

DEFAULT JUDGMENTS

The defendant has two full days after the return date to file an Appearance in the case to contest the eviction. If no Appearance is filed by the third day after the return date, you may request a Default Judgment for Failure to Appear. (See Exhibit F on page 20.) In order to obtain the Default Judgment for Failure to Appear, you must personally come to the clerk's office to file a Motion for Default Judgment for Failure to Appear and a Military Affidavit. The office will supply you with this form. You must mail a copy of this Motion to the defendant and file the original with the court. Keep one copy for your records and make a note of the case docket number. If no appearance is filed and all papers are in order, a judge will enter a Default Judgment in your favor without the necessity of a hearing. You will be notified by mail; therefore, please do not call the clerk's office.

If, however, the defendant does file an Appearance but

no Response to your Complaint (Pleading), you should personally come to the clerk's office and file a Motion for Default Judgment for Failure to Plead. (See Exhibit G on page 21.) The clerk will provide you with this form. This Motion will require that the defendant file some type of Response to your Complaint within three days, not counting Sundays and holidays, after the Motion is filed with the clerk's office. A copy of the Motion must be mailed to the defendant or the defendant's attorney, if there is one, and the original must be filed with the court. Keep one copy for your records and make a note of the case docket number. If no Pleading is filed within this three-day period and all papers are in order, a judge will enter a Default Judgment without the necessity of a hearing. You will be notified by mail; therefore, please do not call the clerk's office.

In all cases in which the defendant has an attorney to represent him or her, all court documents must be sent to the attorney and not to the defendant.

TRIALS

If the defendant files a Response (Pleading), you will receive a copy. If the Pleading is an Answer and Special Defense(s), you must file with the clerk a Reply to the Special Defense(s), and mail a copy to the defendant or the defendant's attorney. A form for the Reply is available at the clerk's office. A trial will then be scheduled at which time the case may be heard by a judge. You will be notified of the date and time of the hearing by mail. Be on time and bring all witnesses, receipts, and related documents to the hearing. This is

very important or you may lose your case for lack of proof. If a witness will not come to court voluntarily, you may apply for a subpoena at the clerk's office at least two days before the scheduled hearing date. If a judge grants the application, a subpoena will be issued. The subpoena must be served on your witness at least 18 hours before your hearing date and time. The state marshal will charge you a fee to serve the subpoena.

On the day of the trial, your case will be called by the courtroom clerk. When your case is called, be sure to tell the clerk that you are present. After your case is called, you will meet with a Housing Specialist, who is a specially trained mediator, who will discuss the case with you and the defendant. The Housing Specialist will assist you and the defendant in working out a fair settlement. If you and the defendant agree on a settlement, the agreement will be reviewed by the judge. If it is approved by the judge, it will be entered on the record as a "Stipulated Judgment." You will be given a copy of this, which you should be sure to keep.

You are under no obligation to settle your case. If you do not work out an agreement, there will be a trial. The judge will hear the case and make a decision based on all of the evidence. The judge will either announce the decision in court or you will be notified by mail.

EXECUTION

If a judgment for immediate possession is entered in your favor, either by default or after a hearing, the defendant has a five-day Stay of Execution, not counting intervening Sundays, legal holidays, or the date of

judgment. However, in cases of nonpayment only, the defendant can apply to the court for up to an additional three months in which to stay, if the full amount of the back rent and/or use and occupancy is paid to the court within five days of judgment, and an Application for a Stay of Execution is filed. In cases of termination of lease by lapse of time, the defendant can file an Application for Stay of Execution for up to an additional six months from the date of judgment. A hearing will be scheduled to establish the actual amount of time the defendant can stay, if any, and the conditions, if any. You will be notified by mail of the date and time of the hearing on the Application for a Stay of Execution.

If the defendant has not vacated the premises after the five full days expire or applied for an additional Stay, as outlined above, you may obtain from the clerk's office a Summary Process Execution. (See Exhibit H on page 22.) The Execution must be completed by you and given to the clerk for signature. After the Execution is returned to you, you must give it to a state marshal for service on the defendant. The Execution informs the defendant that they must vacate the premises within a minimum of 24 hours or be physically removed from the premises and onto the street.

In order to obtain an Execution in cases in which a payment condition of a stipulated judgment has been violated, you must file an Affidavit of Non-Compliance, available at the clerk's office, stating exactly which payment has not been made, along with a completed Execution form. (See Exhibit I on page 23.) You must immediately mail a copy of the Affidavit to the defendant or the defendant's attorney. An Execu-

tion will not issue until at least the second business day after the filing of the Affidavit. If the defendant files an Objection, a hearing will be scheduled. If no Objection is filed, an Execution will be signed and issued to you at the appropriate time.

In those cases in which a condition of a stipulated judgment other than a payment term has been violated, an Affidavit must be filed stating the condition which has been violated. A hearing before the judge will be scheduled. The judge will decide whether an Execution should be issued. An Execution may only issue for six months from the date of judgment or from the termination date of a court-approved Stay of Execution, whichever is later.

LAWYER REFERRAL SERVICE

If you feel you need additional assistance, legal advice or representation, you should consult your attorney. You may obtain an attorney by contacting a Lawyer Referral Service office. (See page 14 for a listing of Lawyer Referral Service offices.)

Note:

1. If there is more than one plaintiff, all plaintiffs may be required to sign Pleadings and to appear for all proceedings.
2. Only the clerk's offices of the Housing Sessions are authorized by C.G.S. §51-52(d) to assist parties representing themselves (pro se parties).

LISTING OF HOUSING SESSIONS BY TOWNS

Bridgeport Housing Session

Bridgeport	Fairfield	Stratford
Easton	Monroe	Trumbull

Hartford Housing Session

Avon	Glastonbury	Simsbury
Bloomfield	Granby	Southington
Canton	Hartford	South Windsor
East Granby	Hartland	Suffield
East Hartford	Manchester	West Hartford
East Windsor	Marlborough	Wethersfield
Enfield	Newington	Windsor
Farmington	Rocky Hill	Windsor Locks

New Britain Housing Session

Avon	Farmington	Rocky Hill
Berlin	New Britain	Simsbury
Bristol	Newington	Southington
Burlington	Plainville	Wethersfield
Canton	Plymouth	

New Haven Housing Session

Bethany	Madison	North Haven
Branford	Meriden	Orange
Cheshire	Milford	Wallingford
East Haven	New Haven	West Haven
Guilford	North Branford	Woodbridge
Hamden		

Stamford/Norwalk Housing Session

Darien	Norwalk	Westport
Greenwich	Stamford	Wilton
New Canaan	Weston	

Waterbury Housing Session

Middlebury	Prospect	Watertown
Naugatuck	Southbury	Wolcott
Plymouth	Waterbury	Woodbury

SUPERIOR COURT - HOUSING SESSION LOCATIONS

LOCATION	TELEPHONE
Fairfield Judicial District Superior Court - Housing Session 172 Golden Hill Street Bridgeport, Connecticut 06604	(203) 579-6936
Hartford Judicial District Superior Court - Housing Session 80 Washington Street Hartford, Connecticut 06106	(860) 756-7920
New Britain Judicial District Superior Court - Housing Session 20 Franklin Square New Britain, Connecticut 06051	(860) 515-5130
New Haven Judicial District Superior Court - Housing Session 121 Elm Street New Haven, Connecticut 06510	(203) 789-7937
Stamford/Norwalk J.D. Superior Court - Housing Session 17 Belden Avenue Norwalk, Connecticut 06850	(203) 846-4332
Waterbury Judicial District Superior Court - Housing Session 300 Grand Street (P.O. Box 1726) Waterbury, CT 06721-1726	(203) 596-4061

GEOGRAPHICAL AREA COURT LOCATIONS HANDLING HOUSING MATTERS

LOCATION (G.A.)	TELEPHONE
G.A. 3 146 White Street Danbury, Connecticut 06810	(203) 207-8600
G.A. 5 106 Elizabeth Street Derby, Connecticut 06418	(203) 735-9625
G.A. 10 112 Broad Street New London, CT 06320	(860) 443-8346
G.A. 11 120 School Street Danielson, CT 06239	(860) 779-8480
G.A. 18 80 Doyle Road (P.O. Box 667) Bantam, Connecticut 06750	(860) 567-3942
G.A. 21 1 Courthouse Square Norwich, Connecticut 06360	(860) 889-7338

JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS

LOCATION (J.D.)	TELEPHONE
Judicial District at Meriden 54 West Main Street Meriden, Connecticut 06450	(203) 238-6667
Judicial District at Middlesex 1 Court Street Middletown, CT 06457-3374	(860) 343-6400
Judicial District at Tolland 69 Brooklyn Street Rockville, Connecticut 06066	(860) 875-6294

LAWYER REFERRAL SERVICE OFFICES

LOCATION	TELEPHONE
Fairfield County	1-800-972-9628
Hartford, Litchfield, Middlesex, Tolland and Windham Counties	(860) 525-6052 (Hartford)
New Haven County	(203) 562-5750
New London County	(860) 889-9384 M/W/F

INSTRUCTIONS TO LANDLORD

EXHIBIT A

1. Submit to a sheriff or any proper officer the completed original and sufficient copies for each adult occupant and/or tenant you wish to evict. Notice must be served on each occupant or tenant in accordance with C.G.S. § 47a-23.
2. After service is made, the original Notice to Quit will be returned to you. If you do not wish to include your address on this form, provide this information on a separate sheet so that the officer can return the original notice to you promptly after making service.

NOTICE TO QUIT POSSESSION

JD-HM-7 Rev. 11-2000 C.G.S. § 47a-23

www.jud.state.ct.us

TO: NAME(S) OF TENANT(S) AND/OR OCCUPANT(S)

John Smith

COMPLETE ADDRESS OF PREMISES, INCLUDING APARTMENT NO., IF ANY

100 Main Street, Apartment A-2, Hartford, Connecticut 06106

I hereby terminate your lease and give you notice that you are to quit possession or occupancy of the premises described above and now occupied by you on or before 5/15/01 for the following reason(s) (specify):
(Date)

NONPAYMENT OF RENT

If you have not moved out of the premises by the date indicated above, an eviction may be started against you.

NAME OF LANDLORD (Print or type)

Thomas Jones

SIGNED (Landlord/Attorney)

XX

DATED AT (Town)

Hartford

ON (Date)

5/11/01

ADDRESS OF LANDLORD (Submit to proper officer on a separate sheet if desired.)

25 Maple Street, Hartford, Connecticut 06114**RETURN OF SERVICE (TO BE COMPLETED BY SERVING OFFICER)**

SERVICE MADE AT (Address)

ON (Date of service)

FEES

COPY

ENDORSEMENT

SERVICE

TRAVEL

TOTAL

ATTEST (Name and title)

Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with/at the usual place of abode of each of the within-named tenant(s) and/or occupant(s).

NOTICE TO QUIT POSSESSION

INSTRUCTIONS TO LANDLORD

EXHIBIT B

1. Submit to a sheriff or any proper officer the completed original and sufficient copies for each adult occupant and/or tenant you wish to evict. Notice must be served on each occupant or tenant in accordance with C.G.S. § 47a-23.
2. After service is made, the original Notice to Quit will be returned to you. If you do not wish to include your address on this form, provide this information on a separate sheet so that the officer can return the original notice to you promptly after making service.

NOTICE TO QUIT POSSESSION

JD-HM-7 Rev. 11-2000 C.G.S. § 47a-23

www.jud.state.ct.us

TO: NAME(S) OF TENANT(S) AND/OR OCCUPANT(S)

John Smith

COMPLETE ADDRESS OF PREMISES, INCLUDING APARTMENT NO., IF ANY

100 Main Street, Apartment A-2, Hartford, Connecticut 06106

I hereby terminate your lease and give you notice that you are to quit possession or occupancy of the premises described above and now occupied by you on or before 5/31/01 for the following reason(s) (specify):

(Date)

LAPSE OF TIME

If you have not moved out of the premises by the date indicated above, an eviction may be started against you.

NAME OF LANDLORD (Print or type)	SIGNED (Landlord/Attorney)
Thomas Jones	XX
DATED AT (Town)	ON (Date)
Hartford	5/11/01

ADDRESS OF LANDLORD (Submit to proper officer on a separate sheet if desired.)

25 Maple Street, Hartford, Connecticut 06114

RETURN OF SERVICE (TO BE COMPLETED BY SERVING OFFICER)

SERVICE MADE AT (Address)	ON (Date of service)
Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with/at the usual place of abode of each of the within-named tenant(s) and/or occupant(s).	FEES
	COPY
	ENDORSEMENT
	SERVICE
	TRAVEL
ATTEST (Name and title)	TOTAL

NOTICE TO QUIT POSSESSION

**SUMMONS
SUMMARY PROCESS (Eviction)**JD-HM-32 Rev. 10-2000
C.G.S. § 51-348, P.B. Sec. § 8-1**STATE OF CONNECTICUT
SUPERIOR COURT**
www.jud.state.ct.usEXHIBIT C**INSTRUCTIONS**

1. Type or print legibly: sign original summons and conform all copies of the summons.
2. If there is more than one defendant, prepare or photocopy conformed summons for each additional defendant.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants prepare form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by officer, file original papers and officer's return with the clerk of court.

**NOTICE TO OCCUPANT(S) NOT
NAMED ON THE SUMMONS**

If you claim to have a right to continue to occupy the premises you should promptly complete and file with the Clerk's Office a Claim of Exemption. The Claim of Exemption may be obtained from the Clerk at the address listed below.

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

RETURN DATE (Mo., day, yr.) (Any day but Sundays and legal holidays) 6/1/01 Clerk to Complete

<input checked="" type="checkbox"/> JUDICIAL DISTRICT <input checked="" type="checkbox"/> HOUSING SESSION	<input type="checkbox"/> G.A. NO. _____	AT (Town in which writ is returnable) (C.G.S. 51-346, 51-349) Hartford	CASE TYPE (From Judicial Branch code list) Major P Minor 90
ADDRESS OF COURT CLERK WHERE WRIT AND OTHER PAPERS SHALL BE FILED (No., street, town and zip code) (C.G.S. 51-346, 51-350) 80 Washington Street, Hartford, CT 06106 (See attached appendices.)			TELEPHONE NUMBER (860) 756-7920

PARTIES	NAME AND ADDRESS OF EACH PARTY (No., street, town and zip code)	NOTE: Individuals' Names: Last, First, Middle Initial	<input type="checkbox"/> Form JD-CV-2 attached
FIRST NAMED PLAINTIFF	Thomas Jones, 25 Maple Street, Apt. B-1, Hartford, CT 06114		
Additional Plaintiff			
FIRST NAMED DEFENDANT	John Smith, 100 Main Street, Hartford, CT 06106		
Additional Defendant			
Additional Defendant			
Additional Defendant			

NOTICE TO EACH DEFENDANT

1. You are being sued for possession of premises occupied by you.
2. This paper is a Summons in a summary process action.
3. The Complaint attached to these papers states the grounds for possession claimed by the plaintiff.
4. To respond to this Summons, or to be informed of further proceedings, you or your attorney must file a form called an "Appearance" with the Clerk of the above-named Court at the above Court address on or before the second day after the above Return Date.
5. If you or your attorney do not file a written "Appearance" form on time, a judgment may be entered against you by default giving the plaintiff the right to evict you from the premises.
6. The "Appearance" form may be obtained at the above Court address.
7. Each court location will also provide you with an instructions pamphlet explaining the summary process action and with an "Answer" form so that you may respond to the plaintiff's claims against you.
8. If you have questions about the Summons and Complaint, you should consult an attorney promptly. The Clerk of Court is not permitted to give advice on legal questions; however, in Housing Session locations only, the clerk is authorized to give procedural assistance to all pro se parties.

DATE 5/18/01	SIGNED (Sign and "X" proper box) <input type="checkbox"/> Comm. of Superior Court <input type="checkbox"/> Assistant Clerk	TYPE IN NAME OF PERSON SIGNING AT LEFT
------------------------	--	--

FOR THE PLAINTIFF(S) PLEASE ENTER THE APPEARANCE OF:

NAME AND ADDRESS OF ATTORNEY, LAW FIRM OR PLAINTIFF IF PRO SE (No. street, town and zip code) Thomas Jones, 25 Maple Street, Apt. B-1, Hartford, CT 06114	TELEPHONE NUMBER 522-2222	JURIS NO. (If atty. or law firm)
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NAME AND ADDRESS OF PERSON RECOGNIZED TO PROSECUTE IN THE AMOUNT OF \$250 (Not to be completed by pro se plaintiffs)			SIGNATURE OF PLAINTIFF IF PRO SE XX
# PLFS.	# DEFS.	# CNTS.	SIGNED (Official taking recognizance; "X" proper box) <input type="checkbox"/> Comm. of Superior Court <input type="checkbox"/> Assistant Clerk

IF THIS SUMMONS IS SIGNED BY A CLERK:

- a. The signing has been done so that the Plaintiff(s) will not be denied access to the courts.
- b. It is the responsibility of the Plaintiff(s) to see that service is made in the manner provided by law.
- c. The Clerk is not permitted to give any legal advice in connection with any lawsuit.
- d. The Clerk signing this Summons at the request of the Plaintiff(s) is not responsible in any way for any errors or omissions in the Summons, any allegations contained in the Complaint, or the service thereof.

For Court Use Only	
RECEIPT NO.	<input type="checkbox"/> NO FEE
FILE DATE	

I hereby certify I have read and understand the above:	SIGNED (Pro se plaintiff)	DATE SIGNED 5/18/01	DOCKET NO.
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**SUMMARY PROCESS
(EVICTON) COMPLAINT
NONPAYMENT OF RENT**

JD-HM-8 Rev. 5-99
C.G.S. § 47a-23a

STATE OF CONNECTICUT
SUPERIOR COURT
www.state.ct.us

EXHIBIT D

INSTRUCTIONS TO PLAINTIFF (LANDLORD)

1. Attach to Summons following the instructions.
2. Attach original Notice to Quit.
3. If there is a written lease, attach to complaint.

RETURN DATE: 6/1/01

Thomas Joes

PLAINTIFF(S)/LANDLORD(S)
VS.

John Smith

DEFENDANT(S)/TENANT(S)

☒ JUDICIAL DISTRICT

☐ JUDICIAL DISTRICT HOUSING SESSION

☐ GEOGRAPHICAL AREA NO. _____

AT Hartford

TOWN/CITY

COMPLAINT

1. On or about (date) 5/1/01 the plaintiff, as lessor (landlord), and the defendant as lessee (tenant), entered into ☒ an oral ☐ a written (copy attached) lease for the term of one month for use and occupancy of the following premises:

LOCATION OF APARTMENT (No., street, town and apartment or floor no.)

100 Main Street, Apt. A-2, Hartford

2. The defendant agreed to pay the ☐ weekly ☒ monthly rental of \$ 500.00, payable on the 1st day of each ☐ week ☒ month.

3. The defendant took possession of the premises pursuant to the ☒ oral ☐ written, one month lease, (week/month/year) and still occupies the premises.

4. The defendant has failed to pay the rent due under the lease on (date) 5/1/01

5. On (date) 5/11/01 the plaintiff caused a Notice to Quit Possession to be served on the defendant to vacate the premises on or before (date) 5/15/01 as required by law. The Notice to Quit is attached to the complaint.

6. Although the time given in the notice to quit possession of the premises has passed, the defendant still continues in possession.

THE PLAINTIFF THEREFORE CLAIMS JUDGMENT FOR IMMEDIATE POSSESSION OF THE PREMISES.

SIGNED (Plaintiff/Plaintiff's Attorney)
XX

DATE SIGNED
5/18/01

**SUMMARY PROCESS (EVICTON) COMPLAINT
NON-PAYMENT OF RENT**

**SUMMARY PROCESS (EVICTION)
COMPLAINT TERMINATION
OF LEASE BY LAPSE OF TIME**

JD-HM-20 Rev. 4-01
C.G.S. § 47a-23a

EXHIBIT E

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.state.ct.us

INSTRUCTIONS TO PLAINTIFF (LANDLORD)

1. Attach to Summons Summary Process (Eviction) following the instructions thereon.
2. Attach original Notice to Quit.
3. If there is a written lease, attach copy to complaint.

RETURN DATE: 6/11/01

☐ JUDICIAL DISTRICT OF _____

☒ JUDICIAL DISTRICT HOUSING SESSION AT _____

Hartford

town/city

☐ GEOGRAPHICAL AREA NO. _____

Thomas Jones

PLAINTIFF(S)/LANDLORD(S)

VS.

John Smith

DEFENDANT(S)/TENANT(S)

COMPLAINT

1. On or about (date) 5/1/01 the plaintiff, as lessor (landlord), and the defendant as lessee (tenant), entered into ☒ AN ORAL ☐ A WRITTEN (copy attached) lease for the term of one month *week/month/year* for use and occupancy of the following premises:

LOCATION OF APARTMENT (No., street, town, and apartment or floor no.)

100 Main Street, Apt. A-2, Hartford

2. The defendant agreed to pay the ☐ WEEKLY ☒ MONTHLY rental of \$500.00 payable on the 1st day of each ☐ WEEK ☒ MONTH.
3. The defendant took possession of the premises pursuant to the ☒ ORAL ☐ WRITTEN one month *week/month/year* lease, and still occupies the premises.
4. The lease has terminated by lapse of time.
5. On (date) 5/11/01 the plaintiff caused a Notice to Quit Possession to be served on the defendant to vacate the premises on or before (date) 5/31/01 as required by law. The Notice to Quit is attached to the complaint.
6. Although the time given in the Notice to Quit Possession of the premises has passed, the defendant still continues in possession.

THE PLAINTIFF THEREFORE CLAIMS JUDGMENT FOR IMMEDIATE POSSESSION OF THE PREMISES.

SIGNED (Plaintiff/Plaintiff's Attorney)

XX

DATE SIGNED

6/1/01

**SUMMARY PROCESS (EVICTION) COMPLAINT
TERMINATION OF LEASE BY LAPSE OF TIME**

**MOTION FOR DEFAULT FOR
FAILURE TO APPEAR AND
JUDGMENT FOR POSSESSION**

**STATE OF CONNECTICUT
SUPERIOR COURT**

www.jud.state.ct.us

EXHIBIT F



JD-HM-9 Rev. 8-99
C.G.S. § 47a-26
Pr. Bk. Secs. 17-21, 17-30

INSTRUCTIONS TO PLAINTIFF (LANDLORD)

1. File original with the clerk and mail a copy to the defendant.
2. Pursuant to Connecticut General Statute § 47a-26, before this motion may be granted, an endorsed copy of the notice to quit must be filed with the clerk.

<input checked="" type="checkbox"/> JUDICIAL DISTRICT <input type="checkbox"/> HOUSING SESSION	AT: Hartford	<input type="checkbox"/> GEOGRAPHICAL AREA NUMBER: _____	DOCKET NO. (Please Complete)
ADDRESS OF COURT (No., street, and town) 80 Washington Street, Hartford, Connecticut 06106			RETURN DATE 6/1/01
NAME(S) OF PLAINTIFF(S) (Landlord(s)) Thomas Jones		NAME(S) OF DEFENDANT(S) (Tenant(s) and/or Occupant(s)) John Smith	

MOTION FOR DEFAULT FOR FAILURE TO APPEAR AND JUDGMENT FOR POSSESSION

The plaintiff (landlord) asks that the defendant(s) [tenant(s) and/or occupant(s)] be defaulted for failing to file an appearance and that judgment for possession of the premises be entered for the plaintiff.

SIGNED (Plaintiff/Plaintiff's Attorney) XX	DATE SIGNED 6/5/01
--	------------------------------

MILITARY SERVICE AFFIDAVIT

The undersigned deposes and says: ("X" the appropriate box)

- ☐ the defendant(s) is (are) in the military or naval service of the United States.
- ☐ that no defendant(s) in this action is (are) in the military or naval service of the United States, and that, to the personal knowledge of the undersigned (state facts showing defendant is not in such service and state source of knowledge of these facts):

☐ the undersigned is unable to determine whether or not the defendant(s) in this action is (are) in the military or naval

SIGNED XX	SUBSCRIBED AND SWORN TO BEFORE ME ON	SIGNED (Asst. Clerk, Notary, Comm. Superior Court)
---------------------	--------------------------------------	--

CERTIFICATION

I hereby certify that a copy hereof was mailed/delivered to all counsel and pro se parties of record and to all nonappearing parties on:		DATE 6/5/01
NAME OF EACH PARTY/NONAPPEARING PARTY SERVED*	ADDRESS AT WHICH SERVICE WAS MADE*	

*If necessary, attach additional sheet with names of each party/nonappearing party served and the address at which service was made.

SIGNED (Attorney or pro se party) X	TELEPHONE NUMBER
---	------------------

JUDGMENT

The above motion is hereby ordered:

- ☐ GRANTED and judgment is entered in favor of the plaintiff.
- ☐ DENIED.

BY THE COURT (Assistant Clerk)		DATE	FOR COURT USE ONLY
			FILE DATE

DISTRIBUTION: ORIGINAL - Court File COPY - Plaintiff COPY - Defendant

**MOTION FOR DEFAULT FOR FAILURE TO
APPEAR AND JUDGMENT FOR POSSESSION**

**MOTION FOR DEFAULT
FOR FAILURE TO PLEAD
AND JUDGMENT FOR POSSESSION**

JD-HM-10 Rev. 5-2001 C.G.S. § 47a-26a, Pr. Bk. § 17-30

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.state.ct.us



INSTRUCTIONS TO PLAINTIFF (LANDLORD)

File original with the Clerk and mail a copy to the defendant.

<input type="checkbox"/> Judicial District at _____	<input checked="" type="checkbox"/> Housing Session at Hartford	<input type="checkbox"/> G.A. No. _____	DOCKET NO. (Please Complete)
ADDRESS OF COURT 80 Washington Street, Hartford, Connecticut 06106			RETURN DATE 6/1/01
NAME(S) OF PLAINTIFF(S) (Landlord(s)) Thomas Jones		NAME(S) OF DEFENDANT(S) [Tenant(s) and/or Occupant(s)] John Smith	

MOTION

The plaintiff (*landlord*) asks that the defendant(s) [*tenant(s) and/or occupant(s)*] be defaulted for failure to file an answer or other pleading within the required time period. The plaintiff further asks that, **if the defendant(s) fail(s) to respond to this motion within three (3) days of filing**, judgment for possession of the premises be entered in favor of the plaintiff.

SIGNED _____ XX
PLAINTIFF/PLAINTIFF'S ATTORNEY

DATE **6/5/01**

CERTIFICATION

I hereby certify that a copy of this motion was mailed/ delivered to all counsel and pro se parties of record on:	DATE 6/5/01	SIGNED (Plaintiff/Plaintiff's Attorney) XX
NAME OF EACH PARTY SERVED* John Smith	ADDRESS AT WHICH SERVICE WAS MADE* 100 Main Street, Apartment A-2 Hartford, Connecticut 06106	

**If necessary, attach additional sheet with names of each party served and the address at which service was made.*

JUDGMENT

The above motion having been heard, it is hereby ordered:

- ☐ GRANTED and judgment is entered in favor of the plaintiff.
- ☐ DENIED.

BY THE COURT (Judge/Assistant Clerk)

DATE

FOR COURT USE ONLY

FILE DATE

DISTRIBUTION: ORIGINAL - Court File COPY 1 - Plaintiff COPY 2 - Defendant

**MOTION FOR DEFAULT FOR FAILURE TO
PLEAD AND JUDGMENT FOR POSSESSION**

**SUMMARY PROCESS EXECUTION
FOR POSSESSION (EVICTON)**JD-HM-2 Rev. 12-2000
C.G.S. § 47a-26h, 47a-42, P.A. 00-99, Sec. 96EXHIBIT HSTATE OF CONNECTICUT
SUPERIOR COURT
www.jud.state.ct.us

COURT <input checked="" type="checkbox"/> JUDICIAL DISTRICT <input type="checkbox"/> HOUSING SESSION <input type="checkbox"/> GEOGRAPHICAL AREA NO. _____	DOCKET NO. (Please Complete)
ADDRESS OF COURT LOCATION (No., Street, Town and Zip Code) 80 Washington Street, Hartford, Connecticut 06106	DATE OF JUDGMENT 6/18/01

NAME AND MAILING ADDRESS OF PLAINTIFF OR ATTORNEY	
Thomas Jones 25 Maple Street Hartford	CT 06114

INSTRUCTIONS TO PLAINTIFF OR ATTORNEY

1. Complete form.
2. Submit both copies to the clerk for signature.
3. The clerk will return the original to you.
4. Retain a copy for your records and deliver the original to a State Marshal for service on defendant(s)/occupant(s).

NAME(S) OF PLAINTIFF(S) (Landlord)	NAME(S) OF DEFENDANT(S) (Tenant(s) and/or Occupant(s))
Thomas Jones	John Smith

ADDRESS OF PREMISES (No., street, town and apartment no.)

100 Main Street, Apt. A-2, Hartford, Connecticut 06106**TO: Any Proper State Marshal**

By the authority of the State of Connecticut, you are commanded to give the Plaintiff(s) possession of the premises above, by putting the Defendant(s) and any other Occupant(s) bound by the judgment out of possession; if the Defendant(s) and such other Occupant(s) have not removed all their possessions and personal effects then you may remove them onto the adjacent sidewalk, street or highway; prior to removal you must give the chief executive officer of the town 24 hours notice of the eviction, stating the date, time and address of the eviction as well as a general description, if known, of the types and amount of property to be removed from the premises. Prior to giving notice to the chief executive officer you must use reasonable efforts to locate and notify the Defendant(s) and any other Occupant(s) bound by the judgment of the date and time the eviction is to take place and the possibility of a sale of their possessions pursuant to General Statute 47a-42.

Make service of a true copy upon each defendant and occupant bound by the judgment and due return within 60 days of the date hereof.

SIGNED (Clerk)	DATE SIGNED
----------------	-------------

NOTICE TO DEFENDANT(S) AND/OR OCCUPANT(S)

Your landlord has won a judgment against you in this eviction case giving the Plaintiff(s) possession of the premises. This means that **YOU MUST MOVE** out of the premises at the address above **BY THE DATE GIVEN BELOW.**

IF YOU CLAIM A RIGHT TO CONTINUE TO OCCUPY THE PREMISES, YOU SHOULD CONTACT AN ATTORNEY IMMEDIATELY.

If you do not move out by that date, this paper, which does not have to be handed to you personally, gives a State Marshal the

legal right to physically move out your possessions and personal effects and place them onto the street.

(To be completed by State Marshal)

If you do not move your possessions and personal effects on or before

DATE	AT (Time) ____M.
------	------------------

I will return to move your possessions and personal effects onto the street.

(If your possessions and personal effects are placed on the street and you do not claim them within 15 days then they may be sold by the town pursuant to General Statute 47a-42.)

RETURN OF SERVICE

BY VIRTUE OF THE FOREGOING EXECUTION,	ON	AT (Time) ____M.	removed from said premises.	ON	AT (Time) ____M.
---------------------------------------	----	------------------	-----------------------------	----	------------------

- ☐ I notified the Defendant(s) and Occupant(s).
☐ I used reasonable efforts to locate the Defendant(s) and Occupant(s) but was unable to notify the following:

Thereafter I notified the chief executive officer of the town where the premises are situated,

ON	AT (Time) ____M.
----	------------------

that the eviction of the Defendant's(s') and Occupant's(s') possessions and personal effects would take place,

ON	AT (Time) ____M.
----	------------------

and I further advised said chief executive officer, so far as known of the general description, types and amount of the property to be

And afterwards, the Defendant's(s') and Occupant's(s') possessions,

- ☐ had been removed.
☐ I put out on the adjacent sidewalk, street or highway and put the Plaintiff(s) in possession of said premises.

SIGNED (State Marshal)	DATE SIGNED
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FEES

**AFFIDAVIT RE:
NONCOMPLIANCE WITH STIPULATION**

JD-HM-22 Rev. 5-01 Pr. Bk. § 17-53

**STATE OF CONNECTICUT
SUPERIOR COURT**

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<input checked="" type="checkbox"/> Judicial District at Hartford		<input type="checkbox"/> Housing Session at _____	<input type="checkbox"/> G.A. No. _____	RETURN DATE 6/1/01
ADDRESS OF COURT (No., street, town and zip code) 80 Washington Street, Hartford 06106				DOCKET NO. _____
NAME OF CASE (FIRST-NAMED PLAINTIFF VS. FIRST-NAMED DEFENDANT) Thomas Jones v. John Smith				
DATE OF JUDGMENT 6/18/01	<input checked="" type="checkbox"/> Use & Occupancy	Amount Due: \$500.00	Payment Date(s) 7/2/01	
	<input type="checkbox"/> Arrearage	Amount Due: _____	Payment Date(s) _____	

The undersigned duly deposes and says that I am the plaintiff/plaintiff's attorney in the above-entitled matter and states as follows:

1. I am over the age of eighteen years and I believe in the obligation of an oath.
2. On the above-mentioned date of judgment, the defendant was ordered to pay use and occupancy and/or an arrearage to the plaintiff/plaintiff's attorney in the amount shown above. This payment was to be made on or before the payment date indicated.
3. To date, this payment has not been received.
4. I am therefore requesting that a Summary Process (Eviction) Execution for Possession issue.

SIGNED (Plaintiff/Plaintiff's Attorney)

X

SIGNED (Clerk/Commissioner of Superior Court)

XSubscribed and sworn to before me on: **7/3/01**

DATE

CERTIFICATION
 I hereby certify that a copy of the above was mailed/
delivered to all counsel and pro se parties of record on:

DATE COPY(IES) MAILED OR DELIVERED

SIGNED (Individual attorney or pro se party)

X

ADDRESS (No., street, town, and zip code)

NAME AND ADDRESS OF EACH PARTY SERVED (If necessary, attach additional sheet)

FOR COURT USE ONLY

FILE DATE

NOTICE TO DEFENDANT

A Summary Process Execution shall issue on the second business day after the filing of this affidavit with the court.

If you object to the execution issuing, you must file an objection prior to the issuance of the execution with the clerk at the court address indicated above.